

## Message Text

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21

ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 L-03 OMB-01 PER-03 SCA-01 /022 W

----- 049804

R 130819Z AUG 75

FM AMEMBASSY MOSCOW

TO SECSTATE WASHDC 3261

INFO AMCONSUL LENINGRAD

UNCLAS MOSCOW 11389

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF PRIVACY ACT

FOR FADRC

REF: STATE 172353

1. FOLLOWING BELOW IS INFORMATION REQUESTED REFTEL ON FILES CONCERNING INDIVIDUALS, MAINTAINED AT POST AND NOT DUPLICATED IN THE DEPARTMENT.

2. CONSULAR FILE:

I. CONSULAR REGISTRATION FILE.

II. INDIVIDUALS WHO HAVE REGISTERED WITH THE EMBASSY CONSULAR SECTION AND NOTIFICATION OF EXPECTED VISITORS TO THE USSR.

III. INFORMATION ON IDENTITY, ADDRESSES, RELATIVES, PURPOSES OF TRAVEL, SCHEDULES, OR OTHER ITEMS INCIDENT TO TRAVEL AND/OR STAY IN THE USSR.

IV. 8 FAM 260

V. USG OFFICIALS (INCLUDING USIA, AGR, U.S. MILITARY, DEPARTMENT OF COMMERCE) ASSIGNED TO EMBASSY MOSCOW IN CONNECTION WITH OFFICIAL BUSINESS.

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VI. STANDARD CARDS; SUPPLEMENTARY FILE FOLDERS; INDEXED BY NAME; HANDLED BY SCREENED PERSONNEL AND LOCKED AFTER WORKING HOURS; DISPOSED OF PER 8 FAM 260.

VII. CHIEF, CONSULAR SECTION

VIII. INCLUDES UNSOLICITED NOTIFICATIONS OF VISITS, E.G., BY A CONGRESSMAN ON BEHALF OF CONSTITUENT.

3. BUDGET AND FISCAL FILE:

I. BUDGET AND FISCAL FILE.

II. PERPZNS FOR, OR ON WHOM THE EMBASSY HAS PROCESSED A FISCAL TRANSACTION.

III. OFFICIAL DOCUMENTS, VOUCHERS, TICKETS, BILLINGS, CORRESPONDENCE AND LIKE ITEMS RELATED TO THE PROCESSING OF USG PAYMENTS.

IV. STANDARD OPERATING PROCEDURE TO MEET FAM REQUIREMENTS FOR RECORDING FISCAL INFORMATION.

V. AVAILABLE TO INDIVIDUALS CONCERNED AND USG OFFICIALS

VI. MAINTAINED IN FILE FOLDERS, INDEXED BY NAME, IN LOCKED ROOM AFTER OFFICE HOURS AND DISPOSED OF AFTER THREE YEARS.

VII. BUDGET AND MANAGEMENT OFFICER.

VIII. COMPANIES INVOLVED IN FISCAL TRANSACTIONS.

3. GSO FILE:

I. SHIPPING FILES.

II. PERSONS WHOSE SHIPMENTS EMBASSY HAS PROCESSED.

III. CONTAINS INFORMATION CONCERNING SHIPMENT OF EFFECTS OF U.S. GOVERNMENT EMPLOYEES.  
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IV. STANDARD OPERATING PROCEDURE TO MEET FAM REQUIREMENTS FOR RECORDING OF SUCH INFORMATION.

V. INDIVIDUALS THEMSELVES AND USG OFFICIALS CONCERNED WITH SHIPMENTS.

VI. FILE FOLDERS:

ALPHABETICALLY BY NAME; PREMISES LOCKED AFTER WORKING HOURS;  
FILES DESTROYED AFTER FOUR YEARS.

FOUR YEARS.

;88. GENERAL SERVICES OFFICER

VIII. FILES CONSIST OF USG CORRESPONDENCE AND DOCUMENTS  
FROM SHIPPING COMPANIES.  
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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 13 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
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**Office:** ACTION DRC  
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**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
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**Reference:** 75 STATE 172353  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** ellisoob  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 18 DEC 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <04 FEB 2004 by ellisoob>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** IMPLEMENTATION OF PRIVACY ACT FOR FADRC  
**TAGS:** AINF, OGEN  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006